Tender analysis report — 4 tenders scored

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Price 40 %, technical merit 60 % · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The tender analysis report sets out, tender by tender, how each was scored and why the ranking is what it is:** it is what gives reasons for the award before the board, before unsuccessful candidates and before the public accountant. **The ranking is a calculation; the award is a decision of the board and the buyer.**

The ranking, and the calculation under every score

Tender	Price score (40 %)	Technical score (60 %)	Overall score	Rank
Company B	**34.1**	**52.8**	**86.9**	**1**
Company A	36.7	46.2	82.9	2
Company C	**40.0 — cheapest tender**	**34.8**	**74.8**	**3**
Company D	31.5	41.4	72.9	4

How each score is built

Criterion	Scoring rule	What is quoted under the score
Price	**Score referred to the lowest tender, formula written out in full in the published rules**	**The calculation reproduced figure by figure**
Technical merit — staff	Scale of the rules	**The passage of the candidate's bid, quoted**
Technical merit — methodology	Scale of the rules	**The passage of the bid, quoted**
Technical merit — traffic continuity	Scale of the rules	**The passage of the bid, quoted — two lines for company C, no staff named**
Technical merit — spoil management	Scale of the rules	The passage of the bid, quoted

A score with no quoted passage does not exist in the table. That is what allows the board to check every score in thirty seconds, and an unsuccessful candidate to understand exactly where they lost.

What the report gives back to the service

Measure	Today	With the agent
Preparing the comparison	**4 h 30 — 30 % of the analysis time**	**1 h 30 — 10 %**
Analysis report available	**9 days after opening**	**The next day**
Reasoned rejection letters	Drafted by hand, sometimes late	**Written with the report, candidate's score and successful scores recalled**

Date of the tender board and appointed rapporteur: _____

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